

Strand# 1: Societal / Ethical Issues

Skills	Curr. Obj.	Activity Description	Date
Can My Students...			
Define the Glossary terms for Societal/Ethical Issues	Varies		
Discuss how technology has changed the lives of North Carolinians	1.01		
Understand how networking is important to us.	1.02 1.05		
Recognize irresponsible and unsafe practices on the internet.	1.03		
Use safe, responsible and ethical behaviors on the internet.	1.03		
Understand the need for copyright laws and how they protect us.	1.04		
List occupations in North Carolina that use computers and technology	1.06		
Use Technology Tools (Digital Camera, Digital Video Cameras, Probeware, iPod) to collect information or multimedia for a lesson or project	3.01		

Strand# 2: Database

Skills	Curr. Obj.	Activity Description	Date
Can My Students...			
Define the Glossary terms for Database	Varies		
Discuss the benefits of using a database and share ways they are used in North Carolina.	1.07		
Search electronic databases (Grolier Online, Infotrac) for information related to an assignment	3.02		
Search and sort a prepared database to find information and explain your search strategies.	2.01		
Use two criteria to filter information from a prepared database to find information and explain your search strategies.	2.02		
Create a simple database related to a curricular topic and enter data.	3.03		
Create a citation of the database sources from which information was found	3.02		

Strand# 3: Spreadsheet

Skills	Curr. Obj.	Activity Description	Date
Can My Students...			
Define the Glossary terms for Spreadsheet	Varies		
Discuss how spreadsheets are used to calculate and graph information	1.08		
Enter data in a prepared spreadsheet to gather information and answer questions	2.03 2.04		
Enter simple formulas into a prepared spreadsheet to calculate information	2.04		
Use data in a prepared spreadsheet to select a graph to best represent the data	2.05 3.04		
Create a spreadsheet to make predictions and solve problems related to a curricular topic	3.05		

Strand# 4: Word Processing / Keyboarding / Desktop Publishing (DTP)

Skills	Curr. Obj.	Activity Description	Date
Can My Students...			
Define the Glossary terms for Word Processing / Keyboarding / DTP	Varies		
Understand how formatting a document (letter, memo, newspaper) can be beneficial	1.10		
Use Toolbar Features of word processing to create a document (Open, Cursor, Print, Print Preview, Save)	2.06		
Key sentences and paragraphs into a word processing document with speed and accuracy. Key using the Home Row Position without looking at the keys.	2.07		
Use Toolbar features of a word processing document to edit and make corrections to a document. (Spell Check, Thesaurus, Cut, Copy, Paste)	2.08		
Insert an image into a word processing document.	3.06		
Understand the rules of desktop publishing by creating a document with graphics and text in a pleasing manner.	3.06		
Understand the importance of citing sources and create a citation for information used in a word processing document	1.09		

Strand# 5: Multimedia/Presentation

Skills	Curr. Obj.	Activity Description	Date
Can My Students...			
Define the Glossary terms for Multimedia	Varies		
Discuss ways information can be creatively presented.	1.11		
Understand the importance of planning a project by creating a storyboard	2.10		
Use understanding of multimedia terms (Non-Linear, Button, Multimedia, Hyperlink) to create a 2-3 page presentation.	1.12		
Use Rubrics to plan and evaluate multimedia projects students have created.	2.11		
Understand the effect of copyright violation regarding multimedia resources by following Fair Use Guidelines and Citing Sources.	1.13 2.09		

Strand# 6: Telecommunications/Internet

Skills	Curr. Obj.	Activity Description	Date
Can My Students...			
Define the Glossary terms for Telecommunications/Internet	Varies 1.15		
Recognize and use responsible behavior when using Internet Resources	1.15		
Use Rubrics to evaluate websites for validity, content and usefulness.	3.08		
Use search techniques (both one and two criteria) to find information on the Internet for a assignment on a North Carolina topic.	1.14 2.12 3.07		
Use search techniques (both one and two criteria) to find information on the Internet for a assignment on a curricular topic.	1.14 3.07		
Use Online Collaborative Tools (collaborative projects, e-mail, surveys, videoconferencing) to gather information for a curricular assignment.	2.13		

